

## **INSTITUTIONAL REVIEW BOARD** PARTICIPATION REQUEST **INSTRUCTIONS**

Requestors preparing this application are asked to review the presentation "The Protection of Human Subjects" available in PowerPoint from the Institutional Review Board. All activities involving research with human subjects in the following categories may be exempt from review by CF's Institutional Review Board. The principal investigator/project director is authorized to make the first determination of eligibility for exemption; however, the college bears the responsibility for concurring in that determination based on notice provided by the principal investigator to the Institutional Review Board.

Please fill out the request form completely. The application forms may be submitted via email, however, applications will not be reviewed until a complete package with all required documentation is received.

Use your computer (right click before check box, click on properties, and change the default value to checked) or manually check the boxes on the form.

Please supply a secondary contact name and phone number if you are the supervising person.

## Documentation to include with request.

- Copy of the survey instrument or interview questions.
- Copy of the Informed Consent Form, if applicable.
- Copy of correspondence to be sent to faculty requesting permission to visit their class, if applicable.
- Copy of correspondence to be sent to participants or script to be read.
- Copy of approval(s) from the institution/organization, if applicable.

## Narrative of Request (Address each of the following items in your narrative.)

- Research question.
- Description of the research you will conduct.
- Method of data collection.
- Location(s) of the project.
- Benefit to college. Additional justification is needed if the survey/interview is to be administered during class time.
- How you will contact faculty of selected classes, if applicable.
- Size of survey sample and how the participants will be selected.
- Whether or not data will be confidential and/or anonymous.
- Plans for limited-access data and data disposition.
- What college resources/services will be needed to complete the request.
- Expected outcome and how research findings will be used.

Institutional Effectiveness College of Central Florida 3001 S.W. College Road Ocala, FL 34474-4415 ramsammj@cf.edu

The following exemptions do NOT apply when (a) deception of subjects may be an element of the research; (b) subjects are under the age of 18; (c) the activity may expose the subject to discomfort or harassment beyond levels encountered in daily life; OR (d) fetuses, pregnant women, human in vitro fertilization, or individuals involuntarily confined or detained in penal institutions are subjects of the activity.

EXCEPT FOR THE ABOVE EXCLUSIONS, the federally-approved Categories of Exemption are:

- 1. Research conducted in established or commonly accepted educational settings involving normal educational practices, such as: (a) research on regular and special education instructional strategies; (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
- 2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
- 3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under Category 2 if: (a) the human subjects are elected or appointed public officials, or candidates for public office, or (b) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
- 4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified directly or through identifiers linked to the subjects.
- 5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.
- 6. Taste and food quality evaluation and consumer acceptance studies: (a) if wholesome foods without additives are consumed, or (b) if a food is consumed that contains a food ingredient or at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe by the U.S. Food and Drug Administration or approved by the U.S. Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Exempting an activity from review does not absolve the investigator(s) of the activity from ensuring that the welfare of subjects in the activity are protected and that methods used and information provided to gain subject consent are appropriate to the activity. Questions about whether a research activity may be exempt from human subjects review can be directed to the chair, Institutional Review Board.



## INSTITUTIONAL REVIEW BOARD PARTICIPATION REQUEST

| THIS SECTION TO BE COMPLETED BY REQUESTOR   |   |  |                  |      |  |  |
|---|---|--|------------------|------|--|--|
| Name:   |   |  |                  |      |  |  |
| (Principal Investigator)  | Home Telephone  |  | Office Telephone | Cell |  |  |
| Email:  |   |  |                  |      |  |  |
| Institution/Organization Name:  |   |  |                  |      |  |  |
| Supervisor's Name:  |   |  |                  |      |  |  |
|   |   | Office Telephone   | Email            |      |  |  |
| Name:   |   |  |                  |      |  |  |
| Co-Investigator Home Tel  |   | e Telephone  | Office Telephone | Cell |  |  |
| Email:  |   |  |                  |      |  |  |
| Institution/Organization Name:  |   |  |                  |      |  |  |
| Title of Research Project:  |   |  |                  |      |  |  |
| <b>Research Participation Dates:</b> from MM/DD/ <sup>7</sup>   | YY:   |  | to MM/DD/YY:     |      |  |  |
| Anticipated Funding Source:   |   |  |                  |      |  |  |
| Other Organizations and/or Agencies, if any, Involved in the Study:   |   |  |                  |      |  |  |
| Type of Request:       (check one that best describes)    Focus of Research: (check one that best describes)  |   |  |                  |      |  |  |
| <ul> <li>Survey – Administered in Class<br/>Requires additional justification of the benefit to the co</li> <li>Survey – Administered by Mail</li> <li>Institutional Data</li> <li>Other:</li> </ul>  | <ul> <li>Students</li> <li>Faculty</li> <li>Administration</li> <li>Other:</li> </ul> |  |                  |      |  |  |
| Exempt Under Code: (see definitions on back –<br>check one) $\Box$ 1 $\Box$ 2 $\Box$ 3 $\Box$ 4 $\Box$ 5  | approvals)  | <b>Reviewed by Another IRB:</b> (name institution; attach copy of approvals) |                  |      |  |  |
| Informed Consent: Yes No If no, please explain:   |   |  |                  |      |  |  |
|   |   |  |                  |      |  |  |
| Narrative of Request: (Refer to the instructions on page 1 and address each of the items in the space below.)   |   |  |                  |      |  |  |
| <ul> <li>RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR:</li> <li>No additions or changes in procedures in the protocol will be made until submitted to the IRB for written approval prior to these changes being implemented.</li> <li>Any problems or complaints connected with the use of human subjects once the project has begun must be</li> </ul> |   |  |                  |      |  |  |

communicated to the IRB chair.

• The investigator is responsible for retaining informed consent documents, if any, for a period of three years after the project.

Principal Investigator Signature

Date: MM/DD/YY

Co-Investigator/Student Signature (if appropriate)

Date: MM/DD/YY

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Dr. Mary Ann Begley, Director of Diversity and Inclusion – Title IX Coordinator, Ocala Campus, Building 3, Room 117H, 3001 S.W. College Road, 352-291-4410, or Equity@ct.edu. IE-7MKPR www.CF.edu 352-873-5800 Revised 7/30/2014 Page 3 of 4

| THIS SECTION FOR CF INSTITUTIONAL EFFECTIVENESS OFFICE USE ONLY |       |              |  |  |  |
|---|-------|--------------|--|--|--|
| Date Received:  | By:   | Request No.: |  |  |  |
| Date Distributed to IRB: (if applicable)                        |       |              |  |  |  |
|   |       |              |  |  |  |
| Approvals of Institutional Review Board<br>Yes No               | Date: |              |  |  |  |
|   | Date  |              |  |  |  |
| Findings:   |       |              |  |  |  |
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